



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
280 BASE SUPPORT BATTALION
CMR 457
APO AE 09033

AETV-WG-SMB

NOV 1 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 3-7, Sign Policy

1. References:

- a. AR 420-70, 10 October 1997, Buildings and Structures.
- b. TM 5-807-10, December 1983, Signage.
- c. Installation Design Guide (IDG), 16 November 1989.

2. Purpose: This memorandum establishes the 280th Base Support Battalion sign policy.

3. Applicability: This policy applies to the Schweinfurt Military Community (SMC). This policy provides procedures for requesting new signs or repairs/changes to existing signs. It also provides guidance, format instructions, and authorization for specific types of signs located throughout the SMC. This policy does not require replacing nonconforming signs presently in use.

4. The Commander, United States Army Europe (USAREUR), directed standardization of USAREUR installation signs. Standardization of signs at USAREUR installations improves identification of facilities and adds to the uniform and orderly appearance of all installations.

5. Per referenced regulations, DPW provides, erects and maintains permanent identification signs, traffic signs, and directional signs essential for the installation.

6. Submit requests for new signs or sign repair/changes on a DA Form 4283 (Facilities Engineering Work Request). All requests require justification and the unit S-4 officer or Directorate Chief's signature. Route all requests through the Community CSM to the DPW.

7. Colors used on sign backgrounds aid in identifying military (brown) and community facilities (blue).

8. Use the following criteria, standard formats and sizes:

- a. Installation Signs: This sign with white letters shows the name of an installation and is normally at the entrance of remote

This policy memorandum supersedes policy memorandum 3-7, dated 13 March 2001, and remains in effect until rescinded.

sites, where applicable. Installation signs for Ledward/Conn Barracks are not necessary as permanent installation signs already exist as part of the facility architecture. Installations named after an individual require a commemorative plaque citing this individual. These signs are displayed at the installation entrance. The standard colors for installation signs are white letters on a brown background.

b. Military Unit Identification Signs: Authorized only for units with commanders stationed within the Schweinfurt Military Community or separate platoon or detachment sized units stationed away from their parent organization. These signs identify the name of the respective unit with white letters on a standard brown background. Display the U.S. flag at the top of the sign and centered horizontally. Display the respective unit's divisional command emblem on the left of the sign and centered vertically. Display the 1st ID symbol (The Big Red One) on the left side. Display the unit distinctive insignia, or unit crest, on the right side of the sign, centered vertically. For company or detachment size units/elements with a unit commander assigned, place the name of the Commander below the sign to the left. Place the name of the Command Sergeant Major or First Sergeant below to the right. Mount these names signs by using two separate rectangular aluminum blanks suspended by hooks. Sign size is 150 cm x 100 cm. These signs are permanent installation signs. If a unit removes or damages these signs they will pay to have new signs made.

c. Community Facility Identification Signs: These signs show the name of the respective activities in white letters on a blue background. The name of the community facility appears horizontally below the installation name. Material for these signs consists of a sheet of aluminum base with letters and trim superimposed on the surface. Do not display names of personnel on these signs.

d. Mandatory/Prohibitory Signs: Mandatory/prohibitory signs restrict, warn, and advise visitors and installation personnel in matters of Army security, safety, and parking controls. To avoid confusion, directives should not be unnecessarily wordy. Colors: Black letters and numbers on a white background. "Warning" - red letters on a white background.

e. Directional Signs:

(1) Modify directional signs to show two crossed flags (NATO and U.S.) in place of the U.S. flag.

(2) These signs provide directions to various buildings, directorates, kasernes, etc. Place these signs at intersections and other locations as necessary. These signs show the name of the facility in black letters on a white reflective background with a red

arrow and a 1 cm blue border. To indicate directions to the left, place a red arrow to the left of the facility name pointing to the left. For facilities ahead or to the right a red arrow will follow the facility name with the arrow pointing up or to the right for the location ahead or right respectively. These signs are 35 cm high and 125 cm in length when used at regular street and intersections locations. They are 50 cm high and 187 cm in length, bordered by a 1.5 cm wide blue stripe when used on the Autobahn.

(3) Autobahn directional signs are 300 cm high by 250 cm in length. They show the distance to the exit and direction to the installation in black letters and numerals on the sign with a white reflective background and bordered by a 4 cm wide blue stripe. Material for these signs consists of an aluminum base sheet, letters, arrows, and trim superimposed on the surface.

f. Traffic Control Signs and Markings: These signs control pedestrian traffic as well as the flow of vehicular traffic. Mount them on an appropriate pole or wall. Make markings on roads, pavements, and objects to warn and guide pedestrians, vehicles, railroad, and air traffic on an installation as required. These signs will be the same type used by the local city authorities.

g. Reserved Vehicle Parking Signs: These signs designate vehicle parking spaces reserved for vehicles of authorized personnel and official visitors. The sign is 45 cm in height and 30 cm wide with letters of a suitable size indicating the title of the individual in which the space is reserved. Attached the prepared sign to a pole driven into the ground so that the lower horizontal edge of the sign is not less than 75 cm above the ground. Colors: Black letters on a white background. Do not paint signs on curbs. Personnel authorized these reserved vehicle parking signs: officers with the rank of MAJ and above; enlisted personnel in the rank of Sergeant Major or Command Sergeant Major; Company Commanders; Company First Sergeants.

h. Street Name Signs: Place these signs at a height of 15 cm and a length which will vary based on name text. Mount these signs on a pole or wall so the lower horizontal edge of the sign is 3 meters above the ground. This sign will be the same type used by the local city authorities.

i. Perimeter Signs: Install these types of signs at 100 meter intervals along the boundary of an installation. The letters are 10 cm high and black on a white background. These signs indicate the extent of the United States Army controlled area.

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j. Restricted/Secure Area Signs: Use these signs to indicate the extent of the restricted or secure area. Text on the following types of signs are governed by the applicable directives:

- (1) Restricted Area (AR 380-20)
- (2) Intrusion Detection System (AR 190-11)
- (3) Working Dogs (AR 190-12)
- (4) Installation Entry (AR 190-22 and USAREUR Suppl 1 to AR 190-13)
- (5) Airfield Boundary (AR 380-20 and j. above)
- (6) Safety Signs (AR 385-30)

k. Detailed sign specifications are in AR 385-30. Colors:

(1) Red. Red is the basic color for identification of fire protective equipment and apparatus.

(2) Yellow. Yellow is the basic color for designating caution; for marking dangerous chemicals and physical hazards.

(3) Green. Green is the basic color for designating safety equipment and operator devices to include location of first aid and first aid equipment.

(4) Blue. Blue is for the exterior of switch boxes and electrical controls which are the starting point or power source for hazardous electrical machinery and equipment.

(5) Orange. Orange is the basic color for designating dangerous parts of machines or energized equipment.

(6) Magenta. Magenta is used for marking ionizing radiation hazards per MIL-STD-450.

9. Coordinate the erection, location, and installation of signs not under U.S. control in advance with the Community or Installation Commander and the responsible authorities, the "Amt fuer Oeffentliche Ordnung, Strassenbauamt" or the "Regierungspraesidium" as appropriate.

10. The maintenance of signs described in paragraph 9a through j above, except for unit signs, is a DPW responsibility. The using organization is responsible for maintaining and cleaning unit signs and others not included in paragraphs 9a through j.

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a. Do not use stiff-bristled brush or other abrasive tools to clean signs prepared with reflective sheeting or paint. Contact DPW for assistance replacing contaminated uncleanable signs.

b. Inspect signs on a 90 day cycle.

c. Conduct cleaning or reconditioning once a year or as required. DPW will promptly remove signs no longer needed or deemed unnecessary.

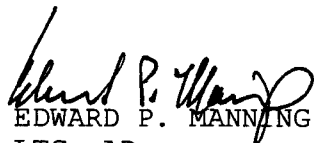
11. Repair damaged signs such as bent corners, holes, and scratches on site if possible and practical, otherwise bring signs to the shop for repair. Perform all work per manufacturer instructions for signs that have reflective backing or non-reflective sheeting. Do not remove or allow a unit to remove installation signs. If a unit removes or damages these signs they will pay to have new signs made.

12. Sign frame installation is a DPW responsibility.

13. To preclude inappropriate sign use or damage to real property do not erect or attach signs to any facility without written approval of the DPW on DA Form 4283.

14. Contact the Operations NCO, Directorate of Public Works, 354-7030, for additional information on this policy.

"Pride, Professionalism, Teamwork!"


EDWARD P. MANNING 1 Nov 03
LTC, AD
Commanding

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